



## National Disability Employment Awareness Month



# AbilityOne

**October is designated as National Disability Employment Awareness Month (NDEAM).** The month of October provides a perfect opportunity for federal personnel to recognize AbilityOne Program, formerly Javits-Wagner-O'Day (JWOD), employees and nonprofit agency staff for their outstanding work and support to federal agencies. NDEAM activities serve as tools to educate your colleagues and other federal agency personnel year-round about AbilityOne Program capabilities that meet their procurement needs.





## Celebrate National Disability Employment Awareness Month

Federal customers can show their support for the AbilityOne Program in many ways, including those suggested below. For further assistance in planning an AbilityOne celebration activity, contact your AbilityOne contractor and/or other local AbilityOne-participating nonprofit agency, or visit the Committee's web site at [www.abilityone.gov](http://www.abilityone.gov).

### Suggested activities:

- Issue an announcement from your secretary that recognizes the AbilityOne Program and NDEAM.
  - Expresses your high-level support for the AbilityOne Program to many federal employees.
  - Sample Secretary's Announcement is located at [www.nish.org](http://www.nish.org); go to "for Federal Agencies" tab.
- Assist the director or commanding officer in issuing a Memorandum of Support for the AbilityOne Program, recognizing the Program's value, reinforcing the agency's commitment to the Program and informing federal personnel of their responsibility to shop AbilityOne first.
  - Sample Memorandum of Support is available at [www.nish.org](http://www.nish.org); go to "for Federal Agencies" tab.
- Celebrate or feature the AbilityOne Program in an NDEAM event.
  - AbilityOne resources, including videos, literature and speakers, are all available free of charge.
  - Contact [abilityoneworks@abilityone.gov](mailto:abilityoneworks@abilityone.gov) for more information.
  - Offer Continuing Education Units to acquisition professionals who attend.
- Host an AbilityOne Vendor Fair or exhibit to showcase AbilityOne product and service capabilities. Invite your AbilityOne contractors and/or other local AbilityOne-participating nonprofit agencies (NPAs) to attend and exhibit.
- Plan an "AbilityOne Appreciation Day" for your AbilityOne service crew (e.g., custodial staff at federal buildings, food service staff at military mess halls, administrative support services staff).
  - Have your secretary, procurement executive, program director or commanding officer present outstanding AbilityOne employees and participating NPAs with certificates or other awards.
- Schedule a tour of a nearby AbilityOne-participating NPA for your agency's decision-makers and/or purchasing staff.
- Offer AbilityOne training for purchase cardholders and acquisition professionals (training kits are available from the AbilityOne Program) or arrange time for purchase cardholders and acquisition professionals to visit the Federal Acquisition Institute's Online University (<http://www.fai.gov/resource/onlearn.asp>) to complete AbilityOne training for Continuing Education Units at their desks.
  - Federal customers can also learn more about the AbilityOne Program in the Defense Acquisition University's (DAU) online Acquisition 101 course. Visit <https://learn.dau.mil> for more information.
  - Training materials and instructors are also available from AbilityOne Program personnel—visit [www.abilityone.gov](http://www.abilityone.gov) to download materials or email [abilityoneworks@abilityone.gov](mailto:abilityoneworks@abilityone.gov) to make arrangements for on-site training.
- Contact your Public Affairs Office to see if they would be interested in writing an article for your agency or base news outlet about the AbilityOne Program and how purchases made by local federal customers serve its important mission.
- Link your website to [www.abilityone.org](http://www.abilityone.org), [www.abilityone.gov](http://www.abilityone.gov), and/or design a page of your own listing ways your agency can support the AbilityOne Program.
- Hang posters and decorate bulletin boards with AbilityOne Program information.